



City of Norfolk

Invitation For Bid IFB 4859-0-2016/JP Scope Arena Window Sealing

Issued: November 20, 2015

The City of Norfolk is seeking a responsive and responsible vendor to provide re-caulking services for windows and doors of the Scope Arena in accordance with all terms, conditions and specifications of this solicitation.

Pre-Bid Conference: Date/Time: Wednesday, December 16, 2015 @ 10:00 AM Eastern Time

Location: Scope Arena:

201 E Brambleton Ave, Norfolk, VA 23510

Bid Opening Date and Time: Friday, January 29, 2016; 2:00 PM Eastern Time

ACKNOWLEDGE RECEIPT OF ADDENDUM(S): #1___ #2___ #3___ #4___ (Please Initial)

THE UNDERSIGNED AGREES TO PERFORM ANY CONTRACT AWARDED AS A RESULT OF THIS SOLICITATION, IN ACCORDANCE WITH THE TERMS, CONDITIONS, AND REQUIREMENTS SPECIFIED HEREIN. THE SIGNATURE BELOW SHALL BE PROVIDED BY AN AGENT AUTHORIZED TO BIND THE COMPANY. FAILURE TO EXECUTE THIS PORTION MAY RESULT IN BID REJECTION.

Offeror Legal Name:	
Virginia State Corporation Commission Number:	
Proposal Contact Name:	
Proposal Contact E-mail Address:	
Proposal Contact Telephone Number:	
Authorized Agent Signature:	
Authorized Agent Name (Printed):	
Authorized Agent Contact E-mail:	
Authorized Agent Contact Phone:	
Date:	

I HEREBY CERTIFY THAT MY BID IS IN FULL COMPLIANCE WITH THIS SOLICITATION AND ALL THE TERMS AND CONDITIONS IMPOSED HEREIN AND AGREE TO PERFORM ANY CONTRACT AWARDED AS A RESULT OF THIS SOLICITATION, ACCORDINGLY. AS THE UNDERSIGNED REPRESENTATIVE FOR THE BIDDER, I ALSO CERTIFY THAT I AM AN AGENT AUTHORIZED TO BIND MY COMPANY TO THIS BID AND UNDERSTAND THAT FAILURE TO SIGN THIS BID MAY RESULT IN OUR BID BEING REJECTED.

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SECTION I – SCOPE OF SERVICES

A. PURPOSE:

The City of Norfolk (the “City”) is seeking bids from responsive and responsible firms qualified to provide re-caulking services for windows and doors of the Scope Arena. The successful bidder shall furnish all materials, goods, and equipment described in this IFB. The successful bidder shall remove current sealant and re-caulk with a sealant that meets the specifications of this IFB.

B. BACKGROUND:

The Scope Arena is the largest capacity arena in south Hampton Roads, Virginia. With capacity for over 12,000 attendees it hosts large marquee artist concerts, East Coast Hockey League (ECHL) games, the Circus, Spectacle-type events, Mid-Eastern Athletic Conference (MEAC) Basketball Tournament, the Virginia International Tattoo and other family entertainment events. The Exhibition Hall serves “floor” shows and special events ranging from Gun Shows, Bridal Shows to the Gaming Experiences. The Scope Arena consists of two (2) concourses. The lower concourse is the Sunken Garden which consists of 6 sets of doors, 38 window panels along the perimeter, and 18 window panels along the box office entrance ramps. The upper concourse is the Plaza Level which consists 23 sets of doors and 98 sets of windows.

C. CONTRACTOR QUALIFICATIONS:

- The Contractor shall have at a minimum a Class B Virginia Contractors License.
- The Contractor shall have a minimum of five (5) years’ experience in commercial caulking and/or sealant applications including installation of control and expansion joints.
- The Contractor shall be able to use their experience to provide the correct product that meets or exceeds existing specifications to repair or replace failed joints.
- The Contractor shall provide a crew supervisor/foreman or caulking mechanic, with proficiency in the English language, on the job site at all times.

D. WORK REQUIRED:

Caulking services shall include, but are not limited to:

- Preparation of work site.
- Sealing exterior joints in vertical surfaces, horizontal surfaces, and control joints in masonry.
- Perimeter joints between different materials such as door frames, window frames, and other fixtures where air, water and vapor tight seal is necessary.

Contractor Responsibilities:

- The successful bidder shall ensure proper safety and health precautions to protect the job site, the successful bidder’s employees, City of Norfolk employees, and any other persons or property that may become injured or damaged from any and all hazardous materials.
- The successful bidder shall not disturb any building property or equipment without prior approval from the City.

- The successful bidder shall provide 24 hour notice, and receive approval from the City Project Officer, if any equipment or systems need to be shut off in order to gain access for project completion.
- The successful bidder shall provide ID badges for all employees that work on City property. Badges shall contain the employees' name and picture to clearly identify the employee. The badge shall be worn at all times, by the successful bidders' employees while on City property.
- The successful bidder may use existing sanitary facilities, electricity, and water as-needed to the extent of available facilities. The City will not responsible for providing any utilities or services that are not already present on the job site/location.
- The successful bidder shall ensure that City employees have safe access to the job site from beginning-to-end for observation and inspection. The City at its option may observe and inspect at any time.
- The successful bidder shall report any suspected hazardous materials to the City before removal. Any removal shall be done following Federal, State and/or OSHA requirements, after receiving approval from the City Project Officer.

Scheduling:

- The successful bidder shall plan work according to the City Scope event schedule.
- The standard City Scope working hours are 7:30am to 4:00pm Monday through Friday when there are no events.
- Arrangements can be made for other hours if needed, however, should the successful bidder decide work is to be completed outside of City working hours, the City will not pay for premium or over time.
- The successful bidder shall be required to work under the same conditions as City employees. This may include, but is not limited to complying with building codes, parking access to buildings and scheduling work around building hours.
- Work may have to be completed in buildings without Air Conditioning or without heat.

Ladders, scaffolding and mechanical lift equipment:

- The majority of this project will require a vertical lift to reach required project areas. Successful bidder shall provide, erect, inspect and maintain any equipment such as but not limited to ladders, scaffolding or mechanical lifts used to gain access to the project area.
- The successful bidder shall include any additional fee total in the quote provided per project should scaffolding or mechanical lift be required for the job.
- The successful bidder shall comply with all OSHA regulations and established safety and Building codes and regulations.
- Equipment shall be accessible to the City for use to inspect the completed project area.
- Equipment shall be removed promptly after final approval of project. Any equipment left after the final approval of the project will not be the responsibility of the City and is subject to disposal.
- Contractor shall be responsible for items/equipment stored on City property. Said items/equipment shall only be stored in designated areas or the successful bidder shall be required to provide their own storage area if suitable storage is not

available from the City. The City's designated storage areas are subject to change depending on what items need to be stored by the successful bidder and the Scope Arena's schedule of events.

Materials:

- Materials used shall be compatible or part of the instructional system designated by the manufacturer for the intended job. If the manufacturer stipulates a specific material for installation, the successful bidder must use that exact material.
- Materials shall be installed/applied in accordance to manufacturer's recommendations regarding joint width and depth.
- Existing joint compounds or contaminants shall be removed and the joint cleaned in accordance with manufacturer's recommendations for sealant installation/application.
- Tamper proof, pick proof or security labeled sealants shall be utilized on control joints, expansion joints or other joints showing signs of sealant failure due to vandalism.
- No sealants containing asbestos, PCBs, or any other toxic ingredients shall be used.
- All products shall be delivered to the job site in the original unopened containers with the product information clearly stated on the container. Label information shall include color, manufacturer, product name, mixing instructions and pot life if it is a two part system.
- MSDS sheets shall be available for all chemicals used or present on the job site.
- Products shall be stored according to manufacturer's recommendations regarding minimum and maximum temperatures and used within the stated shelf life.
- Non-staining, non-absorbent masking tape shall be utilized to protect adjacent joint surfaces from joint sealant.
- Cleaners used shall be non-staining chemicals as recommended by manufacturer of sealant product.
- Cleaner shall not be harmful to substrate, backing, or adjacent joint surfaces or leave an oily residue behind that would interfere with proper sealant adhesion.
- Primer used shall be recommended by sealant manufacturer for use with their product to promote sealant adhesion to substrate of joint.
- Any flammable products, rags and related items shall be kept in approved containers that conform to OSHA regulations.

Preparation:

- The Contractor shall perform all joint surface preparation and cleaning procedures in strict accordance with the sealant manufacturers written instructions to obtain proper adhesion of the sealant product.
- The Contractor shall remove any oil, grease or other contaminants prior to mechanical cleaning and shall plan the cleaning and sealing so that the contaminants from the cleaning process shall not create problems with the freshly sealed surfaces.
- The successful bidder shall be responsible for repairing or replacing any areas damaged during the cleaning process.
- All existent sealants shall be removed, surfaces cleaned and all loose materials blown or vacuumed away from joint surfaces.

- Clean metal surfaces of rust, dirt, flaking or peeling paint using mechanical means to obtain a solid surface for proper product adhesion.
- Surfaces shall be dust free and of sound material.
- Priming may be necessary to promote adhesion following manufacturer's written instruction.
- Primer used shall be recommended by the manufacturer of the sealant being used as described in the materials section.

Joint Sealant Backing:

- All sealant backing materials shall be non-staining, compatible with joint substrates, sealants, primers and other joint fillers.
- Backings shall be recommended for use by manufacturer of sealant product that will be used.
- Preformed square or round backer rod material shall be used where necessary to promote optimum sealant depth. It can be a plastic filler or closed-cell polyethylene. It shall be non-gassing, compressible, non-waxing, non-extruding and non-absorbing to liquid, water and gas.
- Bond Breaker tape shall be utilized as recommended by manufacturer to prevent sealant from adhering to the back of joint surfaces which could result in sealant failure.

Silicone Joint Sealants:

- Silicone sealants used shall have documentation from the manufacturer to meet the following specifications;
 - ASTM C-920, Type S, Grade NS, Class 50, Use-NT, Use-A, Use-M, Use-G, Use-O.
 - Federal Specification TT-S-001543A (COM-NBS) Class A.
 - Shall be non-staining and able to pass ASTM C 1248 requirements.

Elastomeric Joint Sealants:

- Sealants used shall provide elastomeric polyurethane joints that establish and maintain watertight and airtight continuous joint seals without staining deteriorating joint substrates while allowing 100% joint movement without failure.
- Elastomeric joint sealants shall comply with ASTM C-920 requirements, including those referenced for Type, Grade, Class and Uses.
- Sealants must meet or exceed the following with documentation provided by manufacturer:
 - ASTM C-920, Type S, Grade NS, Class 25, Use-NT, Use-A, Use-M, Use-G, Use-O;
 - Federal specification TT-S-00230 C, Type II, Class A, Non-Sag, One Component; and
 - All multi-component, non-sag, urethane sealants must meet Type M, Grade NS, Class 25, exposure-related Use NT, and joint substrate-related Uses M, A and O if applicable;

Application:

- All sealant products shall be applied according to manufacturers printed instructions.
- Products, systems or compatible products shall be used to eliminate joint failures.

- Any sealant products applied, by the successful bidder, shall be recommended by the manufacturer for application on the substrate it will be applied on and the environment it will be used in.
- Non-staining sealants shall be used where a porous substrate is present.
- Caulking shall only be applied when the joint surface and the surrounding air temperature are above 50 degrees Fahrenheit and not expected to fall below freezing for the next 24 hours unless otherwise permitted by manufacturers printed instructions.
- Product shall not be applied in snow, rain, mist or when the relative humidity exceeds 85% or to damp or wet surfaces, unless otherwise permitted by manufacturers written instructions.
- The City reserves the right to test product equivalency before application of any product.
- Testing of the surfaces to be sealed may be necessary to determine the proper product to be used. Contractor shall be responsible for replacing or repairing test sites.

Cleaning

- The successful bidder shall be responsible for keeping the work site clean and their materials stored neatly and organized so they do not interfere with other workers or City employees.
- Trash and debris shall be removed promptly and disposed of properly by the successful bidder to keep the work area clean and safe.
- The successful bidder shall be responsible for the removal of any product they have deposited on surfaces that were not intended. Proper methods shall be utilized to eliminate any damage to finished surfaces such as but not limited to scratches, gouges, or other disfigurements. The successful bidder shall be responsible for correcting any damage done by cleaning, repairing or replacing the items. If the contractor fails to perform, the City reserves the right to have the surfaces cleaned, repaired or replaced and charge the Contractor for any charges incurred.

Warranty

- Sealant products used shall have a written warranty policy provided by the manufacturer clearly stating requirements, exclusion, limitations and a time period.
- All requirements of the warranty shall be the responsibility of the installing successful bidder. This may include coordinating the inspection of the preparation, installation, and final inspection of finished project by the manufacturer's representative to establish or maintain the warranty.
- Warranty shall not be less than ten (10) years from final payment for any sealant product used. Random areas will be tested using established field adhesion test procedures for proper adhesion and joint depth as per warranty requirements.

SECTION II - INSTRUCTIONS TO THE BIDDER

A. ISSUING OFFICE

City of Norfolk
Office of the Purchasing Agent
Attn: Joseph Patterson, Buyer II
232 E. Main Street, Suite 250
Norfolk, VA 23510
Telephone: (757) 664-4021
Fax: (757) 664-4018
joseph.patterson@norfolk.gov

Project Officer:
Leann White
Department of Cultural Facilities, Arts and Entertainment

B. IFB SCHEDULE

Event	Date
IFB Issued	November 20, 2015
Pre-bid conference	December 16, 2015 at 10:00am EST
Question 1 Deadline	December 30, 2015 by 5:00pm EST
Amendment 1 posted	January 6, 2016
Question 2 Deadline	January 15, 2016 by 5:00pm EST
Amendment 2 posted	January 21, 2016
Bid Due	January 29, 2016 2:00pm EST
Intent to Award posted	February 5, 2016
Contract Start	TBD

C. CONTACT WITH CITY STAFF, REPRESENTATIVES, AND/OR AGENTS:

Direct contact with City staff, representatives, and/or agents other than the Issuing Office staff on the subject of this IFB or any subject related to this IFB is expressly prohibited except with the prior knowledge and permission of the Purchasing Agent.

D. BIDDERS OF RECORD:

Bidders receiving a copy of this IFB from a source other than the Issuing Office via www.DemandStar.com must contact the Issuing Office and provide Bidder's name, address, contact person, telephone and fax number, and the IFB Item Number. Bidder will be added to the DemandStar Planholders' list and will receive notification of any addenda to the IFB.

E. PRE-BID CONFERENCE: The Pre-bid conference will be held at the Scope Arena, 201 E Brambleton Ave, Norfolk, VA 23510. The pre-bid conference will include a site visit to evaluate any preexisting conditions that may affect the service needed.

F. QUESTIONS, CHANGES, MODIFICATIONS AND ADDENDA:

All questions relating to this solicitation shall be submitted via e-mail to Joseph Patterson in the Office of the Purchasing Agent, at joseph.patterson@norfolk.gov. For a question to be considered, the subject line of the e-mail must state the following: IFB No. 4859-0-2016/JP Questions. Questions should be succinct and must include the submitter's name, title, company name, company address, and telephone number. Prior to the award of a contract resulting from this solicitation, bidders are prohibited from contacting City staff other than the Office of the Purchasing Agent.

If any questions or responses require revisions to this solicitation as it was originally published, such revisions will be by formal Addenda only. Bidders are cautioned that any written, electronic, or oral representations made by any City representative or other person that appear to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written Addendum to this solicitation issued by the Office of the Purchasing Agent.

No questions will be considered if they are submitted after December 30, 2015 at 5:00 PM. Only questions related to the answers provided in Addendum 1 will be addressed in Addendum 2. Questions related to Addendum 1 question responses must be submitted by January 15, 2015 at 5:00 pm to be considered for Addendum 2.

G. IFB OPENING:

Bidder shall ensure its Bid is time stamped by the Issuing Office no later than the Opening Date and Time shown on the cover page of this IFB. Bids received after the specified date and time (time stamped 2:01 P.M. or later) will not be considered and will be returned to the Bidder unopened. Bids shall be delivered to:

**Office of the Purchasing Agent
232 E. Main Street, Suite 250
Norfolk, Virginia 23510
IFB 4859-0-2016 Scope Arena Window Sealing**

H. BID SUBMITTAL REQUIREMENTS:

1. Each Bid shall be submitted to the Issuing Office and shall include the following documents:
 - a. The completed cover page of this IFB, which will contain:
 - i. Original signature of an agent authorized to bind the company;
 - ii. Requested contact information; and,
 - iii. Acknowledgment of any Addendum on page one (1);
 - b. Bid Form; and
 - c. Attachments A – H

- d. Bidder's Qualifications Statement:
 - i. Provide three (3) companies that you have supplied this type of service to over the past 5 years from IFB issuance date. Provide the name of the company, point of contact, phone number, and email address.
 - ii. A copy of the Class B Virginia contractor's license.
 - iii. Current Certificate of insurance demonstrating insurance coverage in the required areas.
- 2. Bidders are encouraged to submit their Bids on recycled paper and to use double-sided copying.
- 3. Bids shall be submitted utilizing the following requirements:
 - a. Bidders shall submit bids in a sealed envelope or package, and clearly label the shipping/mailling packaging as well as the outside of your envelope or package with the IFB number, date and time of the IFB Opening, and the Bidder's name and address. **Bids received by telephone, facsimile, or any other means of electronic transfer shall not be accepted.**
 - b. Include a statement setting forth the basis for protection of all proprietary information, if any.

I. METHOD OF AWARD:

The award of a contract shall be at the sole discretion of the City. Award will be made to the **lowest bidder that is responsive and responsible** that complies with all of the provisions of the IFB, provided that the amount does not exceed the funds available to finance the contract. In the event that a responsive bid from the lowest responsible bidder exceeds available funds, the Office of the Purchasing Agent may negotiate the amount of the bid with the apparent low bidder to obtain a contract price within available funds.

The City reserves the right to accept or reject any or all bids in whole or in part and to waive informalities. Bidders will submit bids, in accordance with the IFB requirements and maintain compliance with all federal, state and local laws and regulations. The contents of the bid of the selected Bidder will be incorporated and made a part of any City contractual obligation when the award is made.

Bids will be based upon the total lump sums shown in the Bid Form. Bids will be compared on the basis of a total computed price; arrived at by taking the sum of each Bid Item. Please see **Attachment A – Bid Form** to submit bid pricing.

Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of words.

J. BIDDER CERTIFICATION:

Submission of a signed Bid Form is certification by the respective bidder that it is registered with the Virginia State Corporation Commission, if applicable, it is the legal entity authorized to enter into an agreement with the City, and that it will accept any award made to it as a result of the submission.

K. EXCEPTIONS

Bidders taking exception to any part or section or term of this solicitation, including, by way of illustration and not limitation, the Agreement Work and any attachments or references hereto or

thereto, shall indicate such exceptions on the Bid Form. Failure to indicate any exceptions shall be interpreted as the bidder's intent to fully comply with the solicitation as written. However, conditional or qualified bids with such exceptions, unless specifically allowed in this solicitation, are subject to rejection in whole or in part as nonresponsive.

L. NONCONFORMING TERMS AND CONDITIONS

If a bidder submits with its bid alternate terms and conditions that do not conform to the terms and conditions in this solicitation, the bid will be subject to rejection for nonresponsiveness. The City reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid prior to a determination by the City of nonresponsiveness as a result of the submission of nonconforming terms and conditions.

M. DISPOSITION OF BIDS:

All materials submitted in response to this IFB will become the property of the City. One (1) copy of each bid shall be retained for official files and will become a public record after the award and open to public inspection. It is understood that the bid will become a part of the official file on this matter without obligation on the part of the City except as to the disclosure restrictions contained in Section II, N. "Disclosure."

N. DISCLOSURE:

In compliance with the Code of the City of Norfolk, Virginia Section 33.1-9, trade secrets or proprietary information submitted by contractors in connection with a procurement shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidders must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire bid is proprietary is unacceptable and will not be honored. A statement that costs are to be protected is unacceptable and will be disregarded.

O. COST INCURRED IN RESPONDING:

This solicitation does not commit the City to pay any costs incurred in the preparation and submission of bids or in making necessary studies or designs for the preparation thereof, nor to procure or contract for services.

P. BRAND NAME "OR EQUAL" SPECIFICATIONS:

The provisions of Section 33.1-52 City Code apply. If and wherever in this IFB a brand name, make, name of any manufacturer, trade name, or vendor catalog number is mentioned, it is for the purpose of establishing a grade or quality of material only. Since the City does not wish to rule out other competition and equal brands or makes, the phrase OR AN APPROVED EQUAL is added. However, if a product other than that specified is bid, it is the vendors' responsibility to name such a product within the bid and to prove to the City that said product is equal to that specified. In all instances where an "or equal" or an alternate item is offered, bidders are to include a statement that the item being offered meets the specifications of the requested item. Additionally, bidders shall list all deviations from the listed specifications. Submission of specification sheets, brochures, or published literature describing the item being offered does not fulfill this requirement. Any article which the City in its sole discretion determines to be equal of that specified, considering quality, workmanship, economy or operation, and suitability for the purpose intended, shall be accepted.

Q. ANTI-COLLUSION:

Collusion or restraint of free competition, direct or indirect, is prohibited. Contractors are required to execute the anti-collusion statement. See **Attachment B**.

R. ETHICS IN PUBLIC CONTRACTING:

The contractor shall familiarize itself with Chapter 33.1, Article VII (Sections 33.1-86 through 33.1-93) of the Code of the City of Norfolk, Virginia, 1979, as amended, entitled "ETHICS IN PUBLIC CONTRACTING," including the additional statutes set forth in Section 33.1-86 thereof, which are attached. The contractor shall abide by such provisions in submission of its bid and performance of any contract awarded. See **Attachment C**.

S. NONDISCRIMINATION:

The contractor agrees that it will adhere to the nondiscrimination requirements set forth in Code of the Norfolk City Section 33.1-53, which will be incorporated into any contract awarded. See **Attachment D**.

T. DEBARMENT CERTIFICATION:

The certification regarding debarment, suspension, proposed debarment, and other responsibility matters attached to this IFB must be executed and returned with bid documents. See **Attachment E**.

U. BIDDER INVESTIGATIONS

Before submitting a bid, each bidder must make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by City of Norfolk that the bidder will rely upon. No pleas of ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will relieve the successful bidder from its obligation to comply in every detail with all provisions and requirements of the contract documents or will be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the successful bidder.

V. INCOMPLETE DOCUMENTS

Each bidder is responsible for having determined the accuracy and/or completeness of the solicitation documents upon which it relied in making its bid, and has an affirmative obligation to notify the City of Norfolk Purchasing Agent immediately upon discovery of an apparent or suspected inaccuracy, error in, or omission of any pages, drawings, sections, or addenda whose omission from the documents was apparent from a reference or page numbering or other indication in the solicitation documents.

If the successful bidder proceeds with any activity that may be affected by an inaccuracy, error in, or omission in the solicitation documents of which it is aware but has not notified the City of Norfolk Purchasing Agent, the bidder hereby agrees to perform any activity described in the missing or incomplete documents at bidder's sole expense and at no additional cost to City of Norfolk.

W. QUALIFICATION OF BIDDERS

Each bidder may be required, before the award of contract, to show to the complete satisfaction of the Purchasing Agent that it has the necessary facilities, ability, and financial resources to comply with the contract and furnish the service, material or goods specified herein in a satisfactory manner. Each bidder may also be required to provide past history and references which will enable the Purchasing Agent to be satisfied as to the bidder's qualifications. Failure to qualify according to the foregoing requirements will result in bid rejection by the City of Norfolk.

X. ALTERNATE BID

Bidders who have other items they wish to offer in lieu of, or in addition to, what is required by this solicitation shall submit a separate bid clearly marked "ALTERNATE BID". Alternate bids will be automatically deemed nonresponsive and will not be considered for award. Such bids will, however, be examined prior to awarding the contract contemplated herein and may result in either cancellation of all bids in order to permit rewriting of the solicitation to include the alternate item in a rebid or the alternate item may be considered for future requirements.

Y. INFORMALITIES

The City of Norfolk reserves the right to waive minor defects or variations from the exact requirements of the solicitation in a bid insofar as those defects or variations do not affect the price, quality, quantity, or delivery schedule of the services being procured. If insufficient information is submitted for the City to properly evaluate the bid by a bidder; the City reserves the right to require such additional information as it may deem necessary after the bid opening time and date, provided that the information requested does not change the price, quality, quantity, or delivery schedule for the services being procured.

Z. CITY OF NORFOLK BUSINESS LICENSES

The successful bidder must comply with the provisions of Chapter 24 ("Licenses and Taxation") of the City of Norfolk Code, if applicable. For information on the provisions of that Chapter and its applicability to this Agreement, the Contractor must contact the City of Norfolk Business License Division, Office of the Commissioner of the Revenue, 810 Union Street, City Hall, First Floor, West Wing, Norfolk, Virginia 23510.

AA. AUTHORITY TO TRANSACT BUSINESS:

Any bidder organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law. The proper full and legal name of the firm or entity and the identification number issued to the bidder by the State Corporation Commission must be written in the space provided on the Bid Form. Any bidder that is not required to be authorized to transact business in Virginia shall include in its bid a statement describing why the bidder is not required to be so authorized. The City may require a firm to provide documentation prior to award which: 1) clearly identifies the complete name and legal form of the firm or entity (i.e. corporation, limited partnership, etc.), and 2) establishes that the firm or entity is authorized by the State Corporation Commission to transact business in the Commonwealth of Virginia. Failure of a prospective and/or successful bidder to provide such documentation shall be grounds for rejection of the bid or cancellation of the award. For further information refer to the Commonwealth of Virginia State Corporation Commission website at: www.scc.virginia.gov.

BB. BID WITHDRAWAL PRIOR TO BID OPENING

No bid can be withdrawn after it is filed with the Office of the Purchasing Agent unless the bidder makes a request in writing to the Purchasing Agent prior to the time set for the opening of bids.

CC. WITHDRAWAL OF BID FROM CONSIDERATION AFTER BID OPENING

After the opening of a bid, a bidder may withdraw its bid from consideration if the price of the bid is substantially lower than other bids due solely to a mistake therein, provided the bid is submitted in good faith, the mistake is a clerical mistake as opposed to a judgment mistake, and is actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or

material made directly in the compilation of the bid, which unintentional error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn. No partial withdrawals of bids will be permitted after the time and date set for the bid opening. The bidder must give notice in writing to the City of Norfolk Purchasing Agent of a claim of right to withdraw a bid and provide all original work papers, documents and other materials used in the preparation of the bid sought to be withdrawn, within two (2) business days after the date of bid opening. A bid may also be withdrawn if the City of Norfolk fails to award or issue a notice of intent to award the bid within ninety (90) days after the date fixed for opening bids.

DD. ESTIMATED QUANTITIES/NON-EXCLUSIVITY OF CONTRACTOR ACKNOWLEDGEMENT

Bidders acknowledge that the contract that will be entered into as a result of this solicitation will not obligate the City to purchase a specific quantity of items or services during the Contract Term. Any quantities which are included in the Contract Documents are the present expectations of those who are planning for the City for the period of the Contract. The amount is only an estimate and the Bidder understands and agrees that the City is under no obligation to the Bidder to buy that amount, or any amount as a result of having provided this estimate or of having had any normal or otherwise measurable requirement in the past. Bidders further understand that the City may require goods and/or services in excess of the estimated annual contract amount and that such excess shall not give rise to any claim for compensation other than at the unit prices and/or rates set forth in the resulting Contract. Further, bidders acknowledge that the items or services covered by this contract may be available or become available under other City contract(s), and that in analyzing its needs, the City may determine that it is in its best interest to procure the items or services through such other contract(s). Therefore, the City does not guarantee that the Bidder will be the exclusive provider of the goods or services covered by the resulting contract.

EE. INTEREST IN MORE THAN ONE BID AND COLLUSION

Multiple bids received in response to this solicitation from an individual, firm, partnership, corporation, affiliate, or association under the same or different names will be rejected. Reasonable grounds for believing that a Bidder is interested in more than one (1) bid for a solicitation both as a Bidder and as a subcontractor for another Bidder will result in rejection of all bids in which the bidder is interested. However, a firm acting only as a subcontractor may be included as a subcontractor for two (2) or more bidders submitting a bid for the work. Any or all bids may be rejected if reasonable grounds exist for believing that collusion exists among any bidders. Bidders rejected under the above provisions shall be disqualified if they respond to a re-solicitation for the same work.

FF. INSURANCE REQUIREMENTS

Each bidder must review the insurance requirements section carefully with its insurance agent or broker prior to submitting a bid to ensure they can provide the specific coverage requirements and limits applicable to this solicitation. If the bidder is not able to meet the insurance requirements of the solicitation, alternate insurance coverage satisfactory to City may be proposed by the bidder and considered by the City. Written requests for consideration of alternate coverage must be received by the City Purchasing Agent at least ten (10) working days prior to the date set for receipt of bids. If the City denies the request for alternate coverage, the coverage required by the Insurance Requirements section must be provided. If the City permits alternate coverage, an amendment to the Insurance Checklist will be issued prior to the time and date set for receipt of bids. The insurance requirements herein shall neither operate as a limitation of the Bidder's liability to the City nor as a

limitation of the Bidder's duty of indemnification, as set forth in this solicitation and any resulting Contract.

GG. NOTICE OF DECISION TO AWARD

When the City has made a decision to award a contract, an e-mail with a Notice of Decision to Award will be sent to all Bidders, using the email address provided in the Bid Form.

SECTION III - ATTACHMENTS

ATTACHMENT A – BID FORM

The Bid Form is included as a separate Microsoft Excel document. All bidders shall submit pricing in a completed and printed Excel format. Deviations or modifications to the Bid Form will NOT be waived as an irregularities and the bid will be deemed non-responsive. Bidders shall use the formulas provided in the Excel document and only submit prices as requested.

ATTACHMENT B – ANTI-COLLUSION STATEMENT

TO ALL BIDDERS: EXECUTE AND RETURN WITH BID DOCUMENTS.

In the preparation and submission of this bid, on behalf of _____ (name of Bidder), we did not either directly or indirectly enter into any combination or arrangement with any person, firm or corporation, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free competition in violation of the Sherman Anti-Trust Act, 15 USCS Sections 1 et seq., or the Conspiracy to Rig Bids to Government statutes, Virginia Code Sections 59.1-68.6 through 59.1-68.8.

The undersigned Bidder hereby certifies that this agreement, or any claims resulting there from, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by, the City of Norfolk has an interest in, or is concerned with, this bid; and, that no person or persons, firm or corporation, other than the undersigned, have or are interested in this bid.

Name _____

Signature _____

Title _____

Date _____

Company _____

ATTACHMENT C - ETHICS IN PUBLIC CONTRACTING

Sec. 33.1-86. Purpose (Virginia Code §2.2-4367).

The provisions of this chapter supplement, but do not supersede, other provisions of law including but not limited to, the State and Local Government Conflict of Interests Act (Virginia Code, § 2.1-639.1 et seq.), the Virginia Governmental Frauds Act (Virginia Code, § 18.2-498.1 et seq.), and Articles 2 (Virginia Code, § 18.2-438 et seq.) and 3 (Virginia Code, § 18.2-446 et seq.) of Chapter 10 of Title 18.2 (related to bribery). The provisions of this article apply notwithstanding the fact that the conduct described may not constitute a violation of the State and Local Government Conflict of Interests Act.

(Ord. No. 33,095, § 1, 9-11-84; Ord. No. 34,573, § 2, 6-30-87)

Sec. 33.1-87. Proscribed participation by public employees in procurement transactions.

Except as may be specifically allowed by provisions of the State and Local Government Conflict of Interests Act (Virginia Code, section 2.1-639.1 et seq.), no public employee having official responsibility for a procurement transaction shall participate in that transaction on behalf of the public body when the employee knows that:

1. The employee is contemporaneously employed by a bidder, offeror or contractor involved in the procurement transaction; or
2. The employee, the employee's partners, or any member of the employee's immediate family holds a position with a bidder, offeror or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest of more than five (5) percent; or
3. The employee, the employee's partner, or any member of the employee's immediate family has a pecuniary interest arising from the procurement transaction; or
4. The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning, prospective employment with a bidder, offeror or contractor.

(Ord. No. 33,095, § 1, 9-11-84; Ord. No. 34,573, § 3, 6-30-87)

Sec. 33.1-88. Solicitation or acceptance of gifts (Virginia Code §2.2-4371).

No public employee having official responsibility for a procurement transaction shall solicit, demand, accept, or agree to accept from a bidder, offeror, contractor or subcontractor any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value, present or promised, unless consideration of substantially equal or greater value is exchanged. The city may recover the value of anything conveyed in violation of this section.

(Ord. No. 33,095, § 1, 9-11-84)

Sec. 33.1-89. Disclosure of subsequent employment (Virginia Code §2.2-4370).

No public employee or former public employee having official responsibility for procurement transactions shall accept employment with any bidder, offeror or contractor with whom the employee or former

employee dealt in an official capacity concerning procurement transactions for a period of one year from the cessation of employment by the city unless the employee, or former employee, provides written notification to the city manager prior to commencement of employment by that bidder, offeror or contractor.

Sec. 33.1-90. Gifts by Offerors, or Sub-Successful offerors (Virginia Code §2.2-4371).

No bidder, offeror, contractor or subcontractor shall confer upon any public employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.

(Ord. No. 33,095, § 1, 9-11-84)

Sec. 33.1-91. Kickbacks (Virginia Code §2.2-4372).

1. No contractor or subcontractor shall demand or receive from any of his suppliers or his subcontractors, as an inducement for the award of a subcontract or order, any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged.
2. No subcontractor or supplier shall make, or offer to make, kickbacks as described in this section.
3. No person shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything of value in return for an agreement not to compete on a public contract.
4. If a subcontractor or supplier makes a kickback or other prohibited payment as described in this section, the amount thereof shall be conclusively presumed to have been included in the price of the subcontract or order and ultimately borne by the city and will be recoverable from both the maker and recipient. Recovery from one offending party shall not preclude recovery from other offending parties.

(Ord. No. 33,095, § 1, 9-11-84)

Sec. 33.1-92. Purchase of building materials, supplies or equipment from architect or engineer prohibited (Virginia Code §2.2-4374).

Except in cases of emergency, no building materials, supplies or equipment for any building or structure constructed by or for the city shall be sold by or purchased from any person employed as an independent contractor by the city to furnish architectural or engineering services, but not construction, for such building or structure, or from any partnership, association, or corporation in which such architect or engineer has a pecuniary interest.

(Ord. No. 33,095, § 1, 9-11-84)

Sec. 33.1-93. Penalty for violation (Virginia Code §2.2-4377).

Willful violation of any provision of this article shall constitute a Class 1 misdemeanor. Upon conviction, any public employee, in addition to any other fine or penalty provided by law, shall forfeit his employment.

(Ord. No. 33,095, § 1, 9-11-84)

_____ Initial:

ATTACHMENT D - NONDISCRIMINATION

Sec. 33.1-53. Employment discrimination by contractor prohibited (Virginia Code §2.2-4311)

Every contract over \$10,000 shall include or incorporate by reference the following provisions:

1. During the performance of this contract, the contractor agrees as follows:

a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

1. The contractor will include the provisions of the foregoing paragraphs a, b, and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or Bidder.

Initial: _____

**ATTACHMENT E - CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED
DEBARMENT, AND OTHER RESPONSIBILITY MATTERS**

I. CERTIFICATION.

The Bidder certifies, to the best of its knowledge and belief, that—

(i) The Bidder and/or any of its Principals—

(A) Are ___ are not ___ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal, state or local agency;

(B) Have ___ have not ___, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are ___ are not ___ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) The Bidder has ___ has not ___, within a three-year period preceding this offer, had one or more contracts terminated for default by any federal, state or local agency.

“Principals,” for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (*e.g.*, general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

II. INSTRUCTIONS.

a. The Bidder shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

b. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Bidder’s responsibility. Failure of the Bidder to furnish a certification or provide such additional information as requested by the appropriate City purchasing official may render the Bidder non-responsible.

c. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Bidder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

d. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Bidder/PPEs knowingly rendered an erroneous certification, in addition to other remedies available to the City, the appropriate City purchasing official may terminate the contract resulting from this solicitation for default.

III. **NOTICE.** This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

Name _____

Signature _____

Title _____

Date _____

Company _____

ATTACHMENT F - COMPLIANCE WITH FEDERAL IMMIGRATION LAW

I. CERTIFICATION.

The Bidder certifies, to the best of its knowledge and belief, that -

The Bidder and/or any of its Principals at all times during which any term of this Agreement is in effect, (Please fill in with your enterprise's complete name)

_____ does not and shall not knowingly employ any unauthorized alien. For purposes of this section, an "unauthorized alien" shall mean any alien who is neither lawfully admitted for permanent residence in the United States nor authorized to be employed by either Title 8, section 1324a of the United States Code or the U.S. Attorney General.

II. INSTRUCTIONS.

a. The Bidder/Bidder shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

b. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Bidder's/Bidder's responsibility. Failure of the Bidder/Bidder to furnish a certification or provide such additional information as requested by the appropriate City purchasing official may render the Bidder/Bidder non-responsible.

c. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Bidder/Bidder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

d. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Bidder/Bidder knowingly rendered an erroneous certification, in addition to other remedies available to the City, the appropriate City purchasing official may terminate the contract resulting from this solicitation for default.

III. NOTICE.

This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under section 1001, Title 18, United States Code.

Name _____ Signature _____

Title _____ Date _____

Company _____

ATTACHMENT G - COMPLIANCE WITH STATE LAW – AUTHORIZATION TO TRANSACT BUSINESS IN THE COMMONWEALTH

I. CERTIFICATION.

A. The Bidder/Bidder (Please fill in with your enterprise's complete name)

_____ certifies that it is organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50.

The identification number issued to Bidder/Vender by the State Corporation Commission:

B. Bidder/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall describe why it is not required to be so authorized:

II. INSTRUCTIONS.

a. The Bidder/Bidder shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

b. A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Bidder's/Bidder's responsibility. Failure of the Bidder/Bidder to furnish a certification or provide such additional information as requested by the appropriate City purchasing official may render the Bidder/Bidder non-responsible.

c. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of a Bidder/Bidder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

d. The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Bidder/Bidder knowingly rendered an erroneous certification, in addition to other remedies available to the City, the appropriate City purchasing official may terminate the contract resulting from this solicitation for default.

Name _____ Signature _____

Title _____ Date _____

Company _____

ATTACHMENT H – INSURANCE REQUIREMENTS

Prior to the execution of this Contract and upon any Contract extension thereafter, the Contractor shall provide to the City Purchasing Agent evidence indicating that the Contractor has in force the coverage and endorsements (collectively referred to hereinafter “coverage”, “coverages” or “insurance”) required below. The Contractor agrees to maintain such insurance until the completion of this Contract or as otherwise stated below or in the Contract Documents.

All required insurance coverages must be acquired from insurers authorized to do business in the Commonwealth of Virginia, with an A.M. Best rating of “A-VII”, and as acceptable to the City. The insurance requirements herein shall not operate as a limitation of the Contractor’s liability or as a limitation of the Contractor’s duty of indemnification, as set forth in this solicitation and any resulting contract. The Contractor is responsible for determining whether the minimum coverage below are adequate to protect its interest.

The Contractor shall secure and maintain (and ensure that its subcontractors, if any, secure and maintain) all insurance required by law or this Contract, including without limitation:

Contractor shall maintain during the term of this agreement insurance of the types and in the amounts described below. Unless otherwise specifically approved by the City, general liability and automobile/vehicle liability policies will be written in an “occurrence” ISO form *approved for coverage in the Commonwealth of Virginia*, The City of Norfolk, Va. and its employees will be included as "Additional Insured" on such policies. All insurance policies affected by this agreement shall be primary and noncontributory to any other insurance or self-insurance maintained by the City. Policy limits may be met via either a singular policy, or in combination with primary and excess, or umbrella, insurance policies. All policies shall provide that the Contractor will receive at least thirty (30) days written notice in the event of cancellation of, or material change in, any of the policies. If the Contractor fails to maintain the insurance as set forth in this Agreement, the City shall have the right, but not the obligation, to purchase such insurance at Contractor’s expense

COMMERCIAL GENERAL LIABILITY INSURANCE (CGL) with a limit of not less than \$2,000,000 each occurrence, \$5,000,000 general aggregate. CGL and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and liability assumed under insured contract.

WORKER'S COMPENSATION INSURANCE AND EMPLOYER'S LIABILITY INSURANCE: The Contractor shall maintain the applicable statutory Workers' Compensation Insurance, and Employer's Liability Insurance with a limit of at least \$500,000 per accident/disease, and policy limit of \$500,000.

AUTOMOBILE/MOTOR VEHICLE LIABILITY INSURANCE: The Contractor shall maintain Automobile Liability insurance with a limit of not less than \$ 2 million combined single limit; or, Bodily Injury \$1,000,000 each person, \$2,000,000 accident, and Property Damage \$100,000 each accident. Such insurance shall cover liability arising from any motor vehicle as defined by Commonwealth of Virginia laws and shall include coverage for owned, hired and non-owned motor vehicles, as well as uninsured and underinsured motorists.

ERRORS & OMISSIONS LIABILITY INSURANCE: The Contractor shall maintain during the life of this contract Professional and, or, Errors and Omissions Liability Insurance as shall protect the Contractor against legal liability as a result of alleged negligence or errors and omissions, including personal injury,

which may arise from the performance of the Contractor's duties and obligations under this contract whether such operations be by the Contractor, the Contractor's staff, or by any Subcontractor or anyone directly or indirectly employed by either of them. The minimum acceptable limits of liability to be provided by such Professional Liability Insurance shall be as follows: not less than \$1,000,000 each occurrence, \$2,000,000 aggregate.

INSURANCE POLICIES/CERTIFICATE OF INSURANCE

CONTRACTOR shall furnish the CITY with two (2) copies of the policies, or a certificate(s) of insurance evidencing policies. The certificate(s) shall specifically indicate that the insurance includes any extensions of coverage. In the event of cancellation of, or material change in, any of the policies, the Contractor shall notify the City within at least 14 days after receiving notice of such cancellation or policy change and provide evidence that insurance coverage is in place to meet the requirements of this agreement.. If coverage on said certificate(s) is shown to expire prior to completion of all terms of this Agreement/Contract, the CONTRACTOR shall furnish a certificate of insurance evidencing renewal of such coverage to the CITY within 10 days of the effective date such renewal. All certificates shall be executed by a duly authorized representative of each insurer, showing compliance with the requirements of this agreement. Failure of the City, an, or the City's designated agents for this Agreement, to (1) demand such certificates or other evidence of full compliance with these requirements, and, or (2) identify a deficiency from evidence that is provided shall not be construed as a waiver of the Contractor's obligation to maintain such insurance.

SUBCONTRACTOR'S INSURANCE: The Contractor shall require each of his Sub-Contractors to take out and maintain during the life of the subcontract insurance coverage of the same type and limits required of the Contractor for work performed by the sub-contractor. Each Sub-contractor shall furnish to the Contractor two (2) copies of the policies, or certificates of insurance, evidencing such insurance. The Sub-Contractor shall comply with the same requirements regarding indications of coverage, renewal and submission of policies as is required of the Contractor. The Contractor shall furnish at least one copy the Sub-Contractor's polices/certificate to the City.